

City of Chattanooga, TN
Personnel Class Specification

Class code 1720

FLSA: Exempt

CLASSIFICATION TITLE: DIRECTOR, DESIGN CENTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage, and direct operations of the Design Center and to ensure compliance with goals and objectives.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees; conducts or coordinates training.

Coordinates daily work activities; organizes, prioritizes, and assigns work; conducts staff meetings; monitors status of work in progress and inspects completed work; reviews and edits documentation prepared by staff; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Executive Director, elected officials, department managers, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; serves as direct liaison with Mayor's office, other elected officials, City departments, other municipalities, and outside agencies; serves as direct contact with the media; communicates key positions to the public; presents plans to elected officials.

Develops and implements long and short term plans, goals, and objectives; secures support and resources needed to accomplish goals; evaluates efficiency and effectiveness of operations, procedures, and use of resources; recommends and implements approaches, improvements, and solutions as needed.

Reviews, updates, and implements policies and procedures.

Develops and implements budget for area of assignment; monitors and approves expenditures to ensure compliance with approved budget.

Manages contracts; prepares, reviews, and edits requests for proposals and consultant contracts; approves contracts; monitors work performed by contractors.

Coordinates downtown development activities with Mayor's office, other City departments, outside agencies, and other individuals; monitors projects to ensure compliance with regulations and established schedules.

Directs development of various downtown plans; oversees gathering and analysis of data; oversees writing of design guidelines; oversees design of parks, streetscape improvements, and other projects; oversees preparation of graphics for printing and presentations.

Performs design review; reviews, approves, and makes recommendations for development proposals; directs development of architectural standards and regulations for downtown.

Monitors zoning changes and development in assigned district; maintains updated district information; reviews zoning cases in the field; attends zoning meetings and makes recommendations; reviews and edits zoning policy studies; reviews site plans and makes design recommendations.

Prepares position papers, reviews for accuracy, and distributes as appropriate.

Develops curriculum for new urban design program with local universities; serves as adjunct or visiting professor at universities; advises architectural students studying at Design Center; critiques student architectural projects.

Promotes positive public relations; prepares oral/written presentations; presents speeches to elected officials, visiting dignitaries, other City departments, civic groups, public hearings, and other groups; answers questions and provides information/advice; writes articles for various publications.

Provides technical assistance and information to City officials, department heads, architects, builders, contractors, property owners, and the public regarding development projects and other issues; responds to questions/complaints, researches problems, and initiates problem resolution.

Performs administrative tasks; reviews and approves invoices; approves time sheets and leave requests.

Compiles and/or monitors various administrative, demographic, or statistical data; analyzes data and identifies trends; prepares/generates reports.

Directs research regarding urban design practices and projects in other municipalities or other issues; directs special short-term studies; conducts research of files, maps, archives, Internet sites, electronic data sources, hardcopy materials, or other sources as needed.

Prepares, composes, and/or completes various forms, reports, correspondence, performance evaluations, position papers, budget proposals, division work program, schedules, technical drawings, site plans, flow charts, presentation materials, brochures, or other documents; reviews for accuracy and completeness.

Receives various forms, reports, correspondence, time sheets, leave requests, job applications, invoices, budget reports, meeting minutes, consultant proposals, contracts, zoning requests, architectural drawings, site plans, aerial photographs, census data, publications, professional literature, regulations, standards, ordinances, policies, procedures, maps, manuals, reference materials, guidelines, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, projector, camera, blueprint copier, general office equipment, drafting instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, presentation, e-mail, Internet, or other computer programs.

Communicates with supervisor, employees, other departments, City officials, other municipalities, property owners, developers, builders, contractors, architects, consultants, the public, outside agencies, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed; chairs or attends staff meetings, commission meetings and/or board meetings; conducts public meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; monitors changes in legislation and development; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate; communicates new information to staff members.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include scheduling/organizing meetings, answering telephone calls, greeting visitors, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Architecture, Landscape Architecture, Urban Design, Urban Planning, Engineering, or related field, with Master's level course work in the field; Master's degree strongly preferred; supplemented by five (5) years previous experience and/or training that includes architecture, urban design, urban planning, transportation planning, budget administration, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess

and maintain a valid Tennessee driver's license. Membership in American Institute of Certified Planners preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature extremes, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: August, 2001